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A

FILE MANUAL
FOR THE
OFFICE OF THE GENERAL COUNSEL

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Approved For Release 2003/08/04 : CIA-RDP70-00211R000100340009-3

ACCOUNTING

For material pertaining to pay, allowances and other compensation
see PAY AND ALLOWANCES.

- 1 Accounting Systems
 - 1-1 Confidential Funds
 - 1-2 Voucherized Funds
- 2 Audit
- 3 Bonding of Employees
- 4 Certifying Officers and Agent Cashiers
- 5 Checks and Depositaries
- 6 Foreign Exchange
- 7 Funds
 - 7-1 Counterpart
 - 7-2 Nonappropriated
 - 7-3 Shortage or Loss
 - 7-4 Trust
 - 7-5 Working

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ALIENS

1 Citizenship

(Loss of - Naturalization - Requirements)

2 Defection

(Facilities - Methods)

3 Deportation

4 Disposal

5 Employment and Utilization

6 Entry

6-1 CIA Sponsored

6-2 Illegal

7 Passports and Visas

8 Registration

(Exemption - Registration Act - Requirements)

9 Status

(Adjustment - Alteration)

APPROPRIATIONS

For material pertaining to the fiscal accounting of Agency funds.
see ACCOUNTING.

- 1 Allotments, Apportionments, Transfers, Encumbrances
- 2 Availability
(Authority - Requirements - Restrictions)
- 3 Budget Estimates
- 4 Hearings

BUILDINGS AND GROUNDS

For material pertaining to the protection of buildings and grounds from vandalism or possible sabotage see SECURITY 1.

- 1 Acquisition (Use BUILDINGS AND GROUNDS 6 for space assignments, acquisition, use, etc.
(Appraisal - Deeds - Titles - Mortgages - Recordings - Easements - Rights-of-Way - Permits - Grants - Condemnation - Leases)
- 2 Damage or Destruction
- 3 Design and Construction
(Alterations - Additions - Construction authorization - Plans, drawings, specifications - Project proposals)
- 4 Disposal
(Abandonment - Deeds - Titles - Recordings - Demolition - Sale - Transfer)
- 5 Maintenance and Preservation
- 6 Space
(Acquisition - Assignment - Use and release, including office, storage and parking space)
- 7 Utilities and Services (Except telephones - See COMMUNICATIONS)
(Heating - Lighting - Power)

CLAIMS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See MEDICAL 1 for claims for reimbursement of medical expenses.

See PAY AND ALLOWANCES 10 for claims for per diem allowances.

- 1 CIA
- 2 Foreign
- 3 Personnel
- 4 Tort

COMMITTEES

This subject pertains to committees, boards, foundations, and commissions in general. Do not use for material that can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES for Boards of Survey

Case file as required

COMMUNICATIONS

This subject pertains to material regarding all types of communications facilities and services, including agreements and procedures for their use.

CONTRACTS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See EQUIPMENT AND SUPPLIES 2 for material pertaining to contracts for the procurement of equipment and supplies.

- 1 Advertising
- 2 Awards
- 3 Cost-plus
- 4 Damages
- 5 Labor Stipulations
- 6 Modifications
- 7 Personal Services
- 8 Structure
- 9 Termination
- 10 Validity
- 11 Waiver

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EQUIPMENT AND SUPPLIES

For material pertaining to the acquisition, management or disposition of buildings and grounds see BUILDINGS AND GROUNDS.

For all matters pertaining to vehicles see VEHICLES.

1 Disposal

(Boards of Survey - Sale - Transfer - Destruction)

2 Procurement

(Authorization and justification - Bid and performance bonds - Purchase - Rental - Discounts - Tax exemptions)

3 Property Accountability

(Loans and exchanges - Damage - Loss or theft)

4 Storage and Stockpiling

5 Utilization

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INSURANCE

- 1 Automobile
- 2 Liability
- 3 Life
 - 3-1 Commercial
 - 3-2 Government
- 4 Property and Funds
- 5 Workmen's Compensation

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INVENTIONS

- 1 Copyrights
- 2 Patents
- 3 Trademarks

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INVESTIGATIONS AND HEARINGS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See SECURITY 2 for security investigations of personnel.

- 1 Congressional
- 2 Criminal
- 3 Subpoenas and testimony

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LEGISLATION

This subject is for general use only. Do not use for material that can be filed under a more specific subject.

1 Federal

1-1 CIA

2 Foreign

3 State

LIAISON

This subject pertains to cooperation and coordination with individuals, organizations, etc. and includes agreements and memoranda of understanding. It is for general use only. Do not use for material that can be filed under more specific subjects, such as:

See INTELLIGENCE ACTIVITIES 1 for material pertaining the collection of intelligence information.

- 1 IAC Agencies
- 2 International
- 3 Intra-Agency
- 4 Other Federal Agencies
- 5 State Agencies or Institutions

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MEDICAL

- 1 Compensation and Claims
(Disability - Injury - Reimbursement)
- 2 Dependents
(Benefits - Treatment)
- 3 Hospitalization
(Facilities - Treatment)
- 4 Mental Illness
(Commitment - Observation - Treatment)
- 5 Physical Examinations
(Standards - Tests - Waivers)
- 6 Rest and Rehabilitation

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ORGANIZATION AND MANAGEMENT

This subject pertains to the executive or administrative structure of the organization; establishment or discontinuance of offices or organizational units; emergency planning; review of all administrative or authoritative issuances of the Agency; and delegations of authority.

1. Administrative Issuances

1-1 Concurrences

2 Charts and Tables

(Organization charts - Tables of organization)

3 Delegation of Authority

4 Emergency Planning

(Decentralization - Dispersal)

5 Establishment, Reorganization and Liquidation

6 Functions

(Assignment - Transfer)

7 Improvement Program

(Suggestions and Honor Awards - Surveys and studies)

8 Programs and Plans (General only. Do not use for material that can be classified under more specific subjects)

PAY AND ALLOWANCES

For material pertaining to position classification and grades see PERSONNEL 3.

- 1 Advances
- 2 Allotments and Deductions
- 3 Base Pay
- 4 Differential
 - 4-1 Night
 - 4-2 Overseas
- 5 Dual Compensation
- 6 Hazardous Duty
- 7 Longevity and Within-grade
- 8 Outside Source
- 9 Overtime
- 10 Per Diem and Subsistence
- 11 Quarters
- 12 Terminal

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PERSONNEL

For material pertaining to the pay of personnel see PAY AND ALLOWANCES.

1 Assignment

1-1 Detail

1-2 Overseas :

1-3 Transfer

2 Citizenship

3 Classification, Grades and Duties

(Requirements - Standards - Supergrades)

4 Conduct

4-1 Commendations and Awards

4-2 Criminal Offenses "

4-3 Political Activity

5 Contract Personnel

(Consultants and experts - Contract employees)

6 Death and Missing-in-action

7 Education and Training

7-1 Career Service

7-2 Dependents

7-3 Programs and Courses

8 Employee Relations and Activities

(Clubs and societies - Counseling - Credit Union - Grievances - Health - Hospitalization (Insurance) - Recreation and Welfare - Unions)

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PERSONNEL (CONTINUED)

9 Evaluation (Performance Ratings)

10 Leave

10-1 Annual

10-2 Home

10-3 LWOP

10-4 Sick

11 Military Personnel

(Assignment and detail to CIA - Reserve)

12 Outside Employment

13 Promotion and Demotion

14 Recruitment

(Certification - Examinations and tests - Qualifications)

15 Safety

(Accidents - First aid - Inspections and Instructions)

16 Separation and Retirement

(Reduction-in-force - Removal for cause - Resignation)

17 Suspension and Reinstatement

18 Wills

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RECORDS

This subject pertains to policies and procedures for handling and disposing of records.

For material pertaining to the security of records and information see SECURITY 3.

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REPORTS

This subject is for use in filing recurring reports, such as weekly and monthly activity or progress reports, and special reports which are too general to be filed under more specific subjects. Include policies, procedures and methods for the preparation, submission and utilization of reports.

Case file as required.

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SECURITY

1 Buildings and Equipment (Protection)

2 Personnel

(Identification badges - Investigation and clearance - Loyalty and review)

3 Records and Information

(Censorship - Classifying and marking - Destruction - Disclosure and access - Handling and Transmission - Loss or subjection to compromise)

4 Violations

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TAXES

- 1 Federal
- 2 Foreign
- 3 Municipal
- 4 State and Territorial

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TRANSPORTATION

- 1 Bills of Lading
- 2 Damage or Loss
- 3 Dependents
- 4 Household and Personal Effects
- 5 Rates and Charges
- 6 Storage in Transit
- 7 Vehicles
- 8 - Strategic material -

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TRAVEL

For material pertaining to the travel of dependents see TRANSPORTATION 3.

- 1 Advance of Funds
- 2 Change of Station
- 3 Fares and Charges
- 4 Mode of Travel
 - 4-1 Air
 - 4-2 Personal Conveyance
 - 4-3 Rail
 - 4-4 Water
- 5 Passports and Visas
- 6 Personal Convenience
 - 6-1 Illness or Death
 - 6-2 Indirect Route
- 7 Right to Payment
 - 7-1 Appointees
 - 7-2 Consultants
 - 7-3 Military Personnel

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VEHICLES

- 1 Accidents
- 2 Acquisition
- 3 Assignment and Use
- 4 Disposal
- 5 Loss, Damage and Theft (Except accident)
- 6 Storage
- 7 Titles

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SUBJECT INDEX

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<u>Reference</u>	<u>File Designation</u>
Assignment	
Contracts	CONTRACTS 2
Functions	ORGANIZATION & MANAGEMENT 6
Personnel	PERSONNEL 1
Vehicles.	VEHICLES 3
Audit of Accounts.	ACCOUNTING 2
Authority, Delegation.	ORGANIZATION & MANAGEMENT 3
Automobile Insurance	INSURANCE 1
Automobiles.	See VEHICLES
Availability of Appropriations	APPROPRIATIONS 2
Awards	
Contract.	CONTRACTS 2
Honor	ORGANIZATION & MANAGEMENT 7
Other	PERSONNEL 4-1

~~SECRET~~

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SUBJECT INDEX

The word "See" indicates that the subject category is further subdivided or that there are special instructions pertaining to its use. In such cases the SUBJECT LIST should be consulted to obtain the appropriate file designation.

-A-

<u>Reference</u>	<u>File Designation</u>
Absences	PERSONNEL 10
Abstracts of Title	BUILDING & GROUNDS 1
Accidents, Vehicle	VEHICLES 1
Accountability, Property	EQUIPMENT & SUPPLIES 3
Accounting	See ACCOUNTING
Acquisition	
Buildings & Grounds	BUILDINGS & GROUNDS 1
Equipment & Supplies.	EQUIPMENT & SUPPLIES 2
Space	BUILDINGS & GROUNDS 6
Vehicles.	VEHICLES 2
Activity Reports	See REPORTS
Administrative Issuances	ORGANIZATION & MANAGEMENT 1
Advances	
Funds.	TRAVEL 1
Pay & Allowances.	PAY & ALLOWANCES 1
Advertising.	CONTRACTS 1
Agent Cashiers	ACCOUNTING 4
Agents, Contract	PERSONNEL 5
Agreements, General.	See LIAISON
Air Raid Plan.	ORGANIZATION & MANAGEMENT 4
Aliens	See ALIENS
Allotments	
Appropriations.	APPROPRIATIONS 1
Pay	PAY & ALLOWANCES 2
Allowances & Pay	PAY & ALLOWANCES
Alterations to Buildings	BUILDINGS & GROUNDS 3
Analysis of Information.	INTELLIGENCE ACTIVITIES 8
Annual Leave	PERSONNEL 10-1
Annuities	PERSONNEL 16
Applicants, Employee	PERSONNEL 14
Appointee's Travel	TRAVEL 7-1
Appointment.	PERSONNEL 1
Apportionments	APPROPRIATIONS 1
Appropriations	See APPROPRIATIONS

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~~SECRET~~

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<u>Reference</u>	<u>File Designation</u>
Badges	SECURITY 2
Banking Facilities	ACCOUNTING 5
Base Pay	PAY & ALLOWANCES 3
Bids	See CONTRACTS
Bills of Lading	TRANSPORTATION 1
Boards	INTELLIGENCE ACTIVITIES 4
General	See COMMITTEES
Survey	EQUIPMENT & SUPPLIES 1
Bonding of Employees	ACCOUNTING 3
Budget Estimates	APPROPRIATIONS 3
Buildings & Equipment, Protection	SECURITY 1
Buildings & Grounds	See BUILDINGS & GROUNDS

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<u>Reference</u>	<u>File Designation</u>
Cablegrams	See COMMUNICATIONS
Cancellation of Contracts	CONTRACTS 9
Career Service	PERSONNEL 7-1
Cargo Lessor Damage	TRANSPORTATION 2
Carriers	
Freight	See TRANSPORTATION
Passenger	TRAVEL 4
Censorship	SECURITY 3
Certificates, Confidential Expenditures	ACCOUNTING 4
Certifying Officers	ACCOUNTING 4
Change of Station	TRAVEL 2
Charges	
Transportation	TRANSPORTATION 5
Travel	TRAVEL 3
Check Matters	ACCOUNTING 5
Citizenship	
Aliens of	ALIENS 1
Employees of	PERSONNEL 2
Claims	
General	See CLAIMS
Medical	MEDICAL 1
Pay & Allowances	See PAY & ALLOWANCES
Classification	
Grades & Duties	PERSONNEL 3
Security	SECURITY 3
Clearance, Security	SECURITY 2
Clothing	See EQUIPMENT & SUPPLIES
Clubs & Societies	PERSONNEL 8
Collection of Information	INTELLIGENCE ACTIVITIES 1
Commendations	PERSONNEL 4-1
Commissions & Boards	See COMMITTEES
Commitment Proceedings	MEDICAL 4
Committees	See Committees
Communications	See COMMUNICATIONS
Compensation	
General	See PAY & ALLOWANCES
Medical	MEDICAL 1
Compensatory Time	PERSONNEL 10
Concessions, Space for	BUILDINGS & GROUNDS 6
Condemnation of Buildings & Grounds	BUILDINGS & GROUNDS 1
Conduct of Personnel	PERSONNEL 4
Congressional Investigations & Hearings	INVESTIGATIONS & HEARINGS 1
Construction of Buildings	BUILDINGS & GROUNDS 3
Construction of Contracts	CONTRACTS 8

<u>Reference</u>	<u>File Designation</u>
Consultants & Experts	PERSONNEL 5
Consultant's Travel	TRAVEL 7-2
Contract	
Agents	PERSONNEL 5
Personnel	PERSONNEL 5
Contracts in General	See CONTRACTS
Cooperation	See LIAISON
Coordination	See LIAISON
Copyrights	INVENTIONS 1
Cost-plus Contracts	CONTRACTS 3
Counseling, Employees	PERSONNEL 8
Counter-espionage	INTELLIGENCE ACTIVITIES 2
[redacted]	INTELLIGENCE ACTIVITIES 4
Counterpart Funds	ACCOUNTING 7-1
Court Leave	PERSONNEL 10
Credit Union	PERSONNEL 8
Criminal	
Investigations & Hearings	INVESTIGATIONS & HEARINGS 2
Offenses	PERSONNEL 4-2
Currency	
Foreign	ACCOUNTING 6
Speculation	INTELLIGENCE ACTIVITIES 4
Custom Duties	See TAXES

25X1

-D-

<u>Reference</u>	<u>File Designation</u>
Damages	
Buildings & Grounds	BUILDINGS & GROUNDS 2
Cargo	TRANSPORTATION 2
Contract	CONTRACTS 4
Vehicles	VEHICLES 5
Death of Employees	PERSONNEL 6
Decentralization & Dispersal	ORGANIZATION & MANAGEMENT 4
Deductions from Pay	PAY & ALLOWANCES 2
Deeds to Buildings & Grounds	BUILDINGS & GROUNDS 1
Defection of Aliens	ALIENS 2
Delegation of Authority	ORGANIZATION & MANAGEMENT 3
Demotion	PERSONNEL 13
Dependents	
Education	PERSONNEL 7-2
Transportation	TRANSPORTATION 3
Deportation of Aliens	ALIENS 3
Depositaries	ACCOUNTING 5
Design & Construction of Buildings	BUILDINGS & GROUNDS 3
Destruction	
Buildings	BUILDINGS & GROUNDS 2
Equipment & Supplies	EQUIPMENT & SUPPLIES 1
Detail of Personnel	PERSONNEL 1-1
Differential	PAY & ALLOWANCES 4
Disability Claims	MEDICAL 1
Disclosure of Information	SECURITY 3
Dispersal & Decentralization	ORGANIZATION & MANAGEMENT 4
Disposal	
Buildings & Grounds	BUILDINGS & GROUNDS 4
Equipment & Supplies	EQUIPMENT & SUPPLIES 1
Vehicles	VEHICLES 4
Disposition of Records	See RECORDS
Dissemination of Information	INTELLIGENCE ACTIVITIES 3
Distribution of Information	INTELLIGENCE ACTIVITIES 3
Dual Compensation	PAY & ALLOWANCES 5
Duties, Custom	See TAXES
Duties, Grades & Classification	PERSONNEL 3

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25X1

-E-

<u>Reference</u>	<u>File Designation</u>
Easements	BUILDINGS & GROUNDS 1
Economic Warfare	INTELLIGENCE ACTIVITIES 4
Education	PERSONNEL 7
Effective Date of Pay	See PAY & ALLOWANCES
Efficiency Ratings	PERSONNEL 9
Emergency Planning	ORGANIZATION & MANAGEMENT 4
Eminent Domain	BUILDINGS & GROUNDS 1
Employee Relations	PERSONNEL 8
Employee Suggestions	ORGANIZATION & MANAGEMENT 7
Employees	See PERSONNEL
Employment of Aliens	ALIENS 5
Encumbrances	APPROPRIATIONS 1
Entertainment Expenses	See PAY & ALLOWANCES
Equipment & Supplies	See EQUIPMENT & SUPPLIES
Escape & Evasion	INTELLIGENCE ACTIVITIES 5
Espionage	INTELLIGENCE ACTIVITIES 1
Establishment, Reorganization & Liquidation	ORGANIZATION & MANAGEMENT 5
Evaluation Employees	PERSONNEL 9
Evaluation Information	INTELLIGENCE ACTIVITIES 8
Experts & Consultants	PERSONNEL 5

25X1

25X1

-F-

<u>Reference</u>	<u>File Designation</u>
Fares	TRAVEL 3
Filing Systems.	See RECORDS
Fire Evacuation Plan.	ORGANIZATION & MANAGEMENT 4
First Aid	PERSONNEL 15
Foreign	
Exchange	ACCOUNTING 6
Service.	PERSONNEL 1-2
Foundations	See COMMITTEES
Functions, Assignment & Transfer.	ORGANIZATION & MANAGEMENT 6
Funds	
General.	See ACCOUNTING
Insurance of	INSURANCE 4

-G-

<u>Reference</u>	<u>File Designation</u>
Grades, Classification & Duties	PERSONNEL 3
Gratuities	
Death	PERSONNEL 6
General	See PAY & ALLOWANCES
Grievances, Employee	PERSONNEL 8
Guerilla Warfare	INTELLIGENCE ACTIVITIES 6

-H-

<u>Reference</u>	<u>File Designation</u>
Hatch Act	PERSONNEL 4-3
Hazardous Duty Pay	PAY & ALLOWANCES 6
Hearings	
Budget	APPROPRIATIONS 4
General	See INVESTIGATIONS & HEARINGS
Holiday Pay	PAY & ALLOWANCES 9
Home Leave	PERSONNEL 10-2
Honor Awards	ORGANIZATION & MANAGEMENT 7
Hospitalization	MEDICAL 3
Hospitalization Insurance	PERSONNEL 8
Household Effects	
Purchase	EQUIPMENT & SUPPLIES 2
Shipment	TRANSPORTATION 4

-I-

<u>Reference</u>	<u>File Designation</u>
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25X1

[Redacted]	
Improvement Program	ORGANIZATION & MANAGEMENT 7
Income Taxes	See TAXES
Initial Salary	PAY & ALLOWANCES 3
Insanity	MEDICAL 4
Insurance.	See INSURANCE
Intelligence Activities.	See INTELLIGENCE ACTIVITIES
Interpretation of Contracts.	CONTRACTS 8
Inventions	See INVENTIONS
Investigations	
General	See INVESTIGATIONS & HEARINGS
Security.	SECURITY 2
Invitations-to-bid	See CONTRACTS

-L-

<u>Reference</u>	<u>File Designation</u>
Labor Stipulations	CONTRACTS 5
Land	See BUILDINGS & GROUNDS
Laws, General	See LEGISLATION
Lease of Buildings & Grounds	BUILDINGS & GROUNDS 1
Leave	PERSONNEL 10
Legislation, General	See LEGISLATION
Liability Insurance	INSURANCE 2
Liaison	See LIAISON
Life Insurance	INSURANCE 3
Lodging Allowances	PAY & ALLOWANCES 11
Longevity Pay	PAY & ALLOWANCES 7
Loss of	
Cargo	TRANSPORTATION 2
Equipment & Supplies	EQUIPMENT & SUPPLIES 3
Funds	ACCOUNTING 7-3
Vehicles	VEHICLES 5
Loyalty	SECURITY 2

~~SECRET~~

Approved For Release 2003/08/04 : CIA-RDP70-00211R000100340009-3

-M-

<u>Reference</u>	<u>File Designation</u>
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Mail & Correspondence.	See COMMUNICATIONS
Maintenance of Buildings & Grounds	BUILDINGS & GROUNDS 5
Management & Organization.	See ORGANIZATION & MANAGEMENT
Management of Records.	See RECORDS
Marriage to Alien.	See ALIENS
Medical.	See MEDICAL
Mental Illness	MEDICAL 4
Messenger Service.	See COMMUNICATIONS
Microfilming	See RECORDS
Mileage.	See TRAVEL
Military Personnel	
General	PERSONNEL 11
Travel.	TRAVEL 7-3
Missing-in-action.	PERSONNEL 6
Modification of Contracts.	CONTRACTS 6

Approved For Release 2003/08/04 : CIA-RDP70-00211R000100340009-3

-3-

Reference File Designation

Naturalization		25X1
Necessity for Advertising	CONTRACTS 1	
Night Differential.	PAY & ALLOWANCES 4-1	
Nonappropriated Funds	ACCOUNTING 7-2	
Notices	ORGANIZATION & MANAGEMENT 1	

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Approved For Release 2003/08/04 : CIA-RDP70-00211R000100340009-3

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<u>Reference</u>	<u>File Designation</u>
Officers & Employees.	See PERSONNEL
Organization Charts	ORGANIZATION & MANAGEMENT 2
Organization & Management	See ORGANIZATION & MANAGEMENT
Outside Employment.	PERSONNEL 12
Overseas	
Assignment	PERSONNEL 1-2
Differential	PAY & ALLOWANCES 4-2
Overtime Pay.	PAY & ALLOWANCES 9

Approved For Release 2003/08/04 : CIA-RDP70-00211R000100340009-3

~~SECRET~~

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Approved For Release 2003/08/04 : CIA-RDP70-00211R000100340009-3

-P-

<u>Reference</u>	<u>File Designation</u>
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Parking Space.	BUILDING & GROUNDS 6
Passports	

Employees	TRAVEL 5
Patents.	INVENTIONS 2
Pay & Allowances	See PAY & ALLOWANCES
Payment for Travel	TRAVEL 7
Per diem	PAY & ALLOWANCES 10
Personal Effects	TRANSPORTATION 4
Personal Services Contract	CONTRACTS 7
Personnel.	See PERSONNEL
Physical Examinations.	MEDICAL 5
Political	
Activity.	PERSONNEL 4-3
Warfare	INTELLIGENCE ACTIVITIES 7
Positions.	PERSONNEL 3
Premiums, Insurance.	See INSURANCE
Procurement	
Equipment & Supplies.	EQUIPMENT & SUPPLIES 2
Vehicles.	VEHICLES 2
Production of Intelligence	INTELLIGENCE ACTIVITIES 8
Progress Reports	See REPORTS
Promotion.	PERSONNEL 13
Propaganda	INTELLIGENCE ACTIVITIES 9
Property	
Accountability.	EQUIPMENT & SUPPLIES 3
Insurance	INSURANCE 4
Proprietary Investments.	See PROPRIETARY INVESTMENTS
Psychological Warfare.	INTELLIGENCE ACTIVITIES 9
Purchase of Equipment & Supplies	EQUIPMENT & SUPPLIES 2

Approved For Release 2003/08/04 : CIA-RDP70-00211R000100340009-3

~~SECRET~~

-Q-

<u>Reference</u>	<u>File Designation</u>
Quarters Allowance.	PAY & ALLOWANCES 11

-R-

<u>Reference</u>	<u>File Designation</u>
Radio	See COMMUNICATIONS
Rates, Transportation	TRANSPORTATION 5
Real Estate	See BUILDINGS & GROUNDS
Records	See RECORDS
Recreation & Welfare	PERSONNEL 8
Recruitment of Employees	PERSONNEL 14
Reduction-in-force	PERSONNEL 16

25X1

Regulations	ORGANIZATION & MANAGEMENT 1
Rehabilitation & Rest	MEDICAL 6
Reinstatement	PERSONNEL 17
Relations, Employee	PERSONNEL 8
Removal for Cause	PERSONNEL 16
Rental Allowance	PAY & ALLOWANCES 11
Rental of Buildings & Grounds	BUILDINGS & GROUNDS 1
Reorganization	ORGANIZATION & MANAGEMENT 5
Repairs, Building	BUILDINGS & GROUNDS 5
Reports	See REPORTS
Reserve, Military	PERSONNEL 11
Resignation	PERSONNEL 16
Rest & Rehabilitation	MEDICAL 6
Retirement & Separation	PERSONNEL 16
Retroactive Pay	See PAY & ALLOWANCES
Rights-of-way	BUILDINGS & GROUNDS 1
Route, Travel	See TRAVEL

-S-

<u>Reference</u>	<u>File Designation</u>
Sabotage.	INTELLIGENCE ACTIVITIES 10
Safety.	PERSONNEL 15
Sale of	
Buildings & Grounds.	BUILDINGS & GROUNDS 4
Equipment & Supplies	EQUIPMENT & SUPPLIES 1
Vehicles	VEHICLES 4
Security.	See SECURITY
Separation & Retirement	PERSONNEL 16
Services & Utilities.	BUILDINGS & GROUNDS 7
Severance Pay	PAY & ALLOWANCES 12
Shipment.	See TRANSPORTATION
Shortage or Loss of Funds	ACCOUNTING 7-3
Sick Leave.	PERSONNEL 10-4
[REDACTED]	INTELLIGENCE ACTIVITIES 4
Social Security	PERSONNEL 16
Societies & Clubs	PERSONNEL 8
Space	BUILDINGS & GROUNDS 6
Station, Change of.	TRAVEL 2
Statutes, General	See LEGISLATION
Stockpiling of Equipment & Supplies	EQUIPMENT & SUPPLIES 4
Storage	
Equipment & Supplies	EQUIPMENT & SUPPLIES 4
Vehicles	VEHICLES 6
Storage-in-transit.	TRANSPORTATION 6
Structure of Contracts.	CONTRACTS 8
Subpoenas and Testimony	See INVESTIGATIONS & HEARINGS
Subsidies	See PROPRIETARY INVESTMENTS
Subsistence Allowances.	PAY & ALLOWANCES 10
[REDACTED]	PERSONNEL 4
Sunday Pay.	PAY & ALLOWANCES 9
Supergrades	PERSONNEL 3
Supplies & Equipment.	See EQUIPMENT & SUPPLIES
Suspension.	PERSONNEL 17

25X1

25X1

-T-

<u>Reference</u>	<u>File Designation</u>
Tables of Organization	ORGANIZATION & MANAGEMENT 2
Tariffs	See TAXES
Taxes	See TAXES
Taxicab Fares	TRAVEL 3
Telegrams & Teletypes	See COMMUNICATIONS
Telephones	See COMMUNICATIONS
Terminal Pay	PAY & ALLOWANCES 12
Termination of Contracts	CONTRACTS 9
Testifying at Hearings & Investigations	See INVESTIGATIONS & HEARINGS
Tips	TRAVEL 3
Theft of	
Equipment & Supplies	EQUIPMENT & SUPPLIES 3
Vehicles	VEHICLES 5
Title to Vehicle	VEHICLES 7
Tort, Claims	CLAIMS 4
Trademarks	INVENTIONS 3
Training	See PERSONNEL 7
Transfer	
Appropriations	APPROPRIATIONS 1
Personnel	PERSONNEL 1-3
Translating	INTELLIGENCE ACT 8
Travel	
General	See TRAVEL
Allowances	See PAY & ALLOWANCES
Treatment, Medical	See MEDICAL
Trust Funds	ACCOUNTING 7-4
Tuition	PERSONNEL 7

-U-

<u>Reference</u>	<u>File Designation</u>
Unions, Employee	PERSONNEL 8
Use of Vehicles	VEHICLES 3
Utilities & Services	BUILDINGS & GROUNDS 7
Utilization of [redacted]	
Equipment & Supplies	EQUIPMENT & SUPPLIES 5

25X1

-V-

<u>Reference</u>	<u>File Designation</u>
Validity of Contracts	CONTRACTS 10
Vehicles	
General	See VEHICLES
Insurance	INSURANCE 1
Transportation of	TRANSPORTATION 7
Violations, Security	SECURITY 4
Visas	
[Redacted]	
Employees	TRAVEL 5
Vital Materials.	See RECORDS

25X1

-W-

<u>Reference</u>	<u>File Designation</u>
Wages.	See PAY & ALLOWANCES
Waiver	
Contract	CONTRACTS 11
Physical	MEDICAL 5
Welfare & Recreation	PERSONNEL 8
Wills.	PERSONNEL 18
Within Grade Pay	PAY & ALLOWANCES 7
Witnesses at Investigations & Hearings . . .	See INVESTIGATIONS & HEARINGS
Working Funds.	ACCOUNTING 7-5
Workmen's Compensation Insurance	INSURANCE 5